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OTM-R Checklist

Case number

2022PL841029

Name Organisation under review

Centre of Polymer and Carbon Materials Polish Academy of Sciences

Organisation's contact details

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Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement, also detail on the indicators and the form of measurement used.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their respect.
- The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.
- For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-- No	<p>https://cmpw-pan.edu.pl/index.php?lang=en</p> <p>The OTM-R policy at CMPW PAN will be created and published on the CMPW PAN website in HR EXCELLENCE IN RESEARCH tab in the native language and in English. The OTM-R Checklist is available on the CMPW PAN website in HR EXCELLENCE IN RESEARCH tab in English.</p>
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	<p>The rules of the recruitment of researchers are regulated the CMPW PAN Regulations on Competition for the Recruitment to Research Position and Requirements of Candidates for Scientific and Research-Technical Positions. The OTM-R CMPW PAN policy will also be created.</p>

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/- Yes substantially	All employees of the CMPW PAN have access to the "internal information" tab on the CMPW PAN website with applicable legal regulations. Each employee is obliged to read the applicable regulations. In addition, information meetings for employees are scheduled.
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	Competition announcements are published on the CMPW PAN website. They will also be published on our website in English. They are published on the Euraxess website in English. Announcements are placed on the website of the Ministry of Science and Education, at friendly universities and at the Employment Office. Candidate applications may be submitted in paper or electronic form. We practice online meetings with candidates.
Do we have a quality control system for OTM-R in place?	x	x	x	+/- Yes substantially	The recruitment process takes place in accordance with the Regulations of Competitions for Scientific Positions. The correct course of the recruitment process is controlled by the Competition Committee. Compliance of the recruitment rules with the OTM-R policy is verified and adjusted by the HR Working Group.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	Candidates applying for a position at the CMPW PAN have access to competition announcements on our website, on the Euraxess, on the website of the Ministry of Education and Science, at the Employment Office, in the "Career Office" of the Silesian University of Technology, on the notice board of the University of Silesia. There are clear detailed requirements for the position in the announcement. Possibility to apply by sending documents by e-mail and online meeting with the candidate. We get a lot of job applications.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	The practices applied at the CMPW PAN include the postulates contained in the Code of Ethics for Researcher, the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers and the principles included in the OTM-R policy. We have employed many people from abroad, so we believe that our current OTM-R policy is in line with the policy of attracting researchers from abroad.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	In CMPW PAN, constantly implementing the OTM-R policy, we make every effort to ensure that the rules of recruitment are transparent. There is no discrimination in our institute on the basis of gender, skin color, social origin, political views, or religious views. Recruitment is carried out in accordance with the rules of the regulations under the supervision of the Competition Committee.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	We provide work in good conditions, with the possibility of development at every stage of the career. CMPW PAN has good technical facilities and legally regulated wages. We counteract discrimination in employment, we care for equal treatment as well as health and safety at work.
Do we have means to monitor whether the most suitable researchers apply?				++ Yes completely	We take care of reaching the most appropriate scientists by including clear and specific requirements for a given position in recruitment advertisements, We present what information is necessary for the recruitment process, a list of required documents, an indication of the subject of work in a given state, required skills.
Advertising and application phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	Announcements about the competition posted on the CMPW PAN website always have a permanent template. The competition announcements on the EURAXESS website and on the website of the Ministry of Education and Science follow the templates.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-- No	In the future, we will link to the OTM-R policy at CMPW PAN. We also make sure that the OTM-R Policy includes a description of working conditions and entitlements, including career development prospects. The competition announcement contains the name of the Institute, specification of requirements, a list of required documents, deadline, method of application submission, working time, and the date of the competition.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	All announcements of competitions for research positions are published on the EURAXESS portal. This obligation results from Art. 199 sec. 3 and 4 of the Law on Higher Education and Science.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make use of other job advertising tools?	x	x		++ Yes completely	Job advertisements at CMPW PAN are posted in many places: on the website of CMPW PAN, Euraxess, on the website of the Ministry of Education and Science. In addition, our offers are placed in the Employment Office and on available job portals, in the "Career Office" of the Silesian University of Technology, notice board of the University of Silesia.
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	The candidate is presented with the absolute minimum of documents necessary to assess his / her qualifications. In addition, they will enable the submission of applications by sending them by e-mail.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	In the regulation of competitions for scientific positions at the CMPW PAN, the rules for appointing the Competition Committee are clearly presented and its task is specified.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	The composition of the Competition Committee is determined in terms of the subject of a given position and the competences of the members of the committee in order to best assess the skills of the candidates. The Competition Commission, appointed by the Director of the Institute, consists of at least 3 person including the Deputy Director for Research, the head of the laboratory (in which the candidate would work) and the persons representing the discipline.
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	The selection of the committee is gender-sensitive. Each time a Competition Committee is appointed, which is always balanced in terms of gender and contains the best substantive skills in a given field in order to assess the qualifications of candidates of the highest quality.
Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?			x	++ Yes completely	The announcement of the competition for a scientific position at the CMPW PAN indicates specific qualifications and requirements that the candidate must meet - this makes it easier for the Competition Committee to assess the qualifications of the candidates. In the event of lack of information or doubts, the Commission conducts an online interview or conversation with the applicant.
Appointment phase					

Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
	x		++ Yes completely	<p>Each applicant, at the latest on the day of the end of the competition, which is indicated in the announcement, receives information by e-mail with the result of the competition procedure. Information about the competition results is available internally at the CMPW PAN. We will also place it on the CMPW PAN website in Polish and English.</p>
	x		++ Yes completely	<p>Yes, each candidate will be informed by e-mail no later than on the date of the competition, which is indicated in the advertisement.</p>
	x		+/- Yes substantially	<p>In the event of a complaint, the candidate may submit an inquiry to the address to which they applied. Next, the Competition Commission will present the evaluation of the candidate's application and the reason for the refusal.</p>
Overall assessment				

Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

Do we have a system in place to assess whether OTM-R delivers on its objectives?

+/- Yes substantially

A candidate who successfully passes the recruitment process is hired for a trial period. Then both sides - both the employee and the employer will check whether their expectations are met. If the candidate meets the requirements, has satisfactory results and is satisfied themselves, they will sign next contract. The achievements of researchers are also subject to periodic evaluation.

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